

**CHARTER SCHOOL DOCUMENTATION CHECKLIST
APRIL THROUGH JUNE DUE DATES**

DOCUMENTATION	DUE DATE	
BOARD OF TRUSTEES and ADMINISTRATORS		
<u>List of Board of Trustees and Administrators</u> — ALL SCHOOLS	April 15	
School Ethics Commission Financial and Personal/Relative Statements for each Board of Trustees member and Administrator— ALL SCHOOLS	April 30	TO COUNTY OFFICE
Bylaws— NEW SCHOOLS	May 15	
Amendments to Bylaws— OPERATIONAL SCHOOLS	May 15	
OPERATIONAL FORMS		
Certificate of Incorporation— NEW SCHOOLS	May 15	
W-9/Questionnaire and Federal EIN— NEW SCHOOLS	May 15	
Credit Authorization Agreement for Automatic Deposits (ACH) and Voided Check— NEW SCHOOLS	May 15	
School-Year Calendar from July 1 to June 30— ALL SCHOOLS	May 15	
PHYSICAL FACILITY		
Verification of Facility— NEW OR OPERATIONAL SCHOOLS IF MOVING/RENOVATING		
Notify the County Office and schedule a walk through	May 15	
Lease, Mortgage or Title— NEW OR OPERATIONAL SCHOOLS WHEN CURRENT LEASE EXPIRES	June 30	
DATA COLLECTION		
First count for the following school year based on signed registrations— ALL SCHOOLS	June 1	TO FISCAL OFFICE
Count from initial recruitment period— NEW SCHOOLS	April 15	TO CHARTER SCHOOL UNIT AND FISCAL OFFICE